

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

1.10.2.c Collider-Accelerator EMS Document Flow-Down Matrix

Text Pages 2 through 6

C-A OPM Procedures in which this Attachment is used.

1.10.2		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved: _____ ***Signature on File*** _____
 Collider-Accelerator Department Chairman Date

M. Van Essendelft

C-A Department Environmental Management System Documentation Flow-Down

<u>ISO Elements</u>	<u>C-A Contact</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>
Environmental policy	<ul style="list-style-type: none"> ❖ C A Department Chairman ❖ Associate Chair for ESHQ 	<ul style="list-style-type: none"> • Environmental Stewardship Policy 	<ul style="list-style-type: none"> • OPM 1.10 	<ul style="list-style-type: none"> • N/A
Environmental aspects	<ul style="list-style-type: none"> ❖ Associate Chair for ESHQ ❖ Environmental Compliance Representative ❖ C-A Quality Engineering 	<ul style="list-style-type: none"> • Work Planning and Control MSD • Environmental Evaluations of Industrial Processes and Experimental Research SA • Identification of Significant Environmental Aspects and Impacts SA • Hazard Analysis 	<ul style="list-style-type: none"> • Phase II Process Evaluations • OPM 2.28 • OPM 2.29 • OPM 9.1.12 • OPM 9.1.15 • OPM 9.2.1 • OPM 9.3.1 	<ul style="list-style-type: none"> • Environmental Aspects Matrix • Summary of Significant Environmental Aspects
Legal & other requirements	<ul style="list-style-type: none"> ❖ Environmental Compliance Representative 	<ul style="list-style-type: none"> • Requirements Management SA • Laboratory-Wide Procedures and Guidelines SA • Requesting SBMS Variances SA • Brookhaven National Laboratory Pollution Prevention Program Description • Pollution Prevention and Waste Minimization Subject Area • National Environmental Policy Act (NEPA) and Cultural Resource Evaluations Subject Area 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Environmental Management Program forms(for each Process Evaluation)
Objectives and targets	<ul style="list-style-type: none"> ❖ Associate Chair for ESHQ ❖ C-A Quality Manager 	<ul style="list-style-type: none"> • Integrated Planning MSD • Integrated Assessment Subject Area • BNL Critical Outcomes/ Objectives/ Performance Measures • Identification of Significant Environmental Aspects and Impacts 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Environmental Management Program forms(for each Process Evaluation)
Environmental Management Program	<ul style="list-style-type: none"> ❖ ESH Coordinator 	<ul style="list-style-type: none"> • Integrated Planning MSD • Identification of Significant Environmental Aspects and Impacts 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Environmental Management Program forms(for each Process Evaluation)

<u>ISO Elements</u>	<u>C-A Contact</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>
Structure and responsibility	<ul style="list-style-type: none"> ❖ Associate Chair for ESHQ ❖ C-A Quality Manager 	<ul style="list-style-type: none"> • Human Resources MSD • Environmental MSD • BNL Organizational Chart 	<ul style="list-style-type: none"> • C-A personnel R2A2s • OPM 1.10 	<ul style="list-style-type: none"> • EMS reports to top management by management representative
Training, awareness, and competence	<ul style="list-style-type: none"> ❖ C-A Training Manager 	<ul style="list-style-type: none"> • Training and Qualifications MSD • Training and Qualifications SA • New Employee Form and Procedures • Contractor/ Vendor Form and Procedure • Job Hazard Training Assessment Tool • Environmental Protection Course • Guests & Visitors 	<ul style="list-style-type: none"> • OPM 1.12 • C-A personnel JTAs • C-A job specific EMS training courses 	<ul style="list-style-type: none"> • BTMS records
Communication	<ul style="list-style-type: none"> ❖ Associate Chair for ESHQ 	<ul style="list-style-type: none"> • Internal Communications MSD • External Communications MSD • EMS Project Communications Plan • Correspondence and Commitment Tracking SA • BNL Community Involvement Plan • Community Involvement in Laboratory Decision-making SA 	<ul style="list-style-type: none"> • OPM 2.12 • C-A Web Site • CCTS 	<ul style="list-style-type: none"> • CCTS correspondence (from outside parties, C-A decisions and responses)
EMS Documentation	<ul style="list-style-type: none"> ❖ Environmental Compliance Representative ❖ C-A Quality Engineering 	<ul style="list-style-type: none"> • ISO 14001 "Plus" EMS Manual • BNL Environmental Management System Description 	<ul style="list-style-type: none"> • C-A OPM 1.10.2 • C-A-ATT-1.10.2.a • C-A-ATT-1.10.2.b • C-A-ATT-1.10.2.c • Phase II Process Evaluations 	<ul style="list-style-type: none"> • N/A

<u>ISO Elements</u>	<u>C-A Contact</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>
Document Control	❖ C-A Quality Engineering	<ul style="list-style-type: none"> • Laboratory-Wide Procedures and Guidelines SA • Internal Controlled Documents SA 	<ul style="list-style-type: none"> • OPM 13.4 (all) • OPM 1.1 • OPM 1.2 • OPM 1.4 	<ul style="list-style-type: none"> • Obsolete EMS records suitably identified and archived
Operational Control	<ul style="list-style-type: none"> ❖ Associate Chair for ESHQ ❖ Environmental Compliance Representative ❖ ESH Coordinator 	<ul style="list-style-type: none"> • Work Planning and Control for Operations • Environmental Evaluation of Industrial Processes and Experimental Research • Identification of Significant Environmental Aspects and Impacts • Internal Controlled Documents SA • ESH Standard 1.3.6: Work Planning and Control For Operations • ESH Standard 1.3.5: Planning and Control of Experiments • Operational Readiness Evaluation SA 	<ul style="list-style-type: none"> • OPM 2.28 • OPM 2.29 • OPM 2.5 • OPM 2.5.1 • OPM 2.5.2 • OPM 6.1.10 • OPM 6.1.11 • OPM 9.1.15 • OPM 9.2.1 • OPM 9.3.1 • TPL 02-01 • TPL 02-02 • TPL 02-03 	<ul style="list-style-type: none"> • Operational Control Forms (for each Process Evaluation) • Process assessment form/ Corrective action tracking database (ESD) • Communication/ correspondence concerning procedures & requirements to suppliers and outside contractors
Emergency preparedness and response	❖ ESH Coordinator	<ul style="list-style-type: none"> • Emergency Preparedness and Off-Normal Event Reporting MSD • Emergency Response Services MSD • Emergency Preparedness SA • Spill Response SA • Groundwater Protection Contingency Plan SA 	<ul style="list-style-type: none"> • OPM Chapter 3 • OPM 10.1 • OPM 10.2 	<ul style="list-style-type: none"> • See ORPS Documentation

<u>ISO Elements</u>	<u>C-A Contact</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>
Monitoring and measurement	<ul style="list-style-type: none"> ❖ Associate Chair for ESHQ ❖ Environmental Compliance Representative 	<ul style="list-style-type: none"> • Environmental Monitoring SA • Calibration SA • Environmental Assessments SA • Integrated Planning MSD • Hazardous Waste Management SA • Liquid Effluents SA • Mixed Waste Management SA • Oil/PCB Management SA • Radioactive Airborne Emissions SA • Radioactive Waste Management SA • Storage and Transfer of Hazardous Materials SA • Drinking Water SA • Under Injection Control (UIC) SA • Non-Radioactive Airborne Emissions 	<ul style="list-style-type: none"> • OPM 1.14 • OPM 1.15 • OPM 6.1.10 • OPM 8.16.1 • OPM 8.16.2 • OPM 8.16.3 • OPM 8.16.4 • OPM 8.16.5 • OPM 8.16.6 • OPM 8.16.7 • OPM 8.18.1 • OPM 8.18.1a • OPM 8.18.4 • OPM 8.18.5 • OPM 8.20 • OPM 8.20.1 • OPM 8.20.2 • OPM 8.22 • OPM 8.27 • OPM 8.31 • OPM 9.5.12 • OPM 2.30 • OPM 2.19 	<ul style="list-style-type: none"> • Performance tracking data • Weekly analytical results on cooling system water (Drew) • Monthly SPDES sampling and DMR (ESD) • Chemical Management System (PE) • Cryogenic Shift Log • MCR Shift Log • Geomembrane Cap inspection records (beam stops & collimators) • Radioactive Waste Inventory Sheet (8.20.2.a) • Radioactive Waste Control Form (8.20.2.b) • Deionizer Maintenance Form (8.31.c) • Water Systems Status of Equipment (8.16.1.a) • Annual NESHAPs report • RCT analytical reports • Authorization memos for the clearance of waste oil to be burned at the CSF • PCB inventory record • NYSDEC permits for bead blaster and machine shop • Hood Logbook estimates for air emissions

<u>ISO Elements</u>	<u>C-A Contact</u>	<u>Laboratory Level MSD /SA/ Document</u>	<u>C-A Procedure/ Document</u>	<u>C-A Records</u>
Nonconformance & corrective and preventive action	❖ C-A Quality Engineering	<ul style="list-style-type: none"> • Nonconformance and Corrective & Preventive Action SA • Occurrence Reporting and Processing System SA • Critique SA 	<ul style="list-style-type: none"> • OPM 13.3.2 	<ul style="list-style-type: none"> • Non-conformance and corrective & preventive action reports • Tier I Inspection Records/Tracking Database • QA Assessments/Tracking Database • Changes in documentation resulting from an Environmental NCR
Records	❖ C-A Quality Office	<ul style="list-style-type: none"> • Records Management SA 	<ul style="list-style-type: none"> • OPM 13.4.1 	<ul style="list-style-type: none"> • Training records
EMS audit	❖ C-A Quality Engineering	<ul style="list-style-type: none"> • Integrated Assessment Program • Environmental Assessments SA • Integrated Assessment SA 	<ul style="list-style-type: none"> • OPM 13.10.1 • C-A Self-Assessment Program 	<ul style="list-style-type: none"> • C-A EMS Audit Report & schedule • DOE-EH ISME Report • C-A Management Assessment Procedure (and assessment schedule)
Management review	❖ Associate Chair for ESHQ	<ul style="list-style-type: none"> • Environmental Assessments SA • Integrated Assessment Program • Integrated Assessment SA 	<ul style="list-style-type: none"> • C-A Self-Assessment Program 	<ul style="list-style-type: none"> • C-A EMS Management Review Schedule • C-A EMS Management Review Presentation • C-A EMS Management Review Minutes